



Tennessee Leaders of Tomorrow Internship

Date

Intern Name

Address

City, State Zip

Dear **Intern Name**,

Congratulations! You have been selected for an internship with Tennessee State Government. Being selected for this internship is very competitive and is a great honor. So, be proud of your accomplishment! We are excited to have you as a member of our customer focused team. We hope that this opportunity provides you with the professional development experience that you are seeking.

Below are the details of your internship offer

Job Title: () - Intern

Agency:

Department

- **Coach Name:**
- **Effective/Start Date:**
- **End Date:**
- **Salary if applicable:**
- **Number of hours per week**

You will be receiving additional information regarding your orientation soon.

We are glad you have decided to join our team! If you have any questions, please contact me at **(contact email address)** soon as possible.

Best regards,

Contact Name

Contact Title

Contact email address

Contact phone number